MONTHLY STATUS REPORT

Title: ELIPS June 2010 Monthly Report

Contract #: N10PS18315

Order #: GSA: GS35F0441S

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Report Date: 7/2/2010

Reporting Period: 6/1/2010--6/30/2010

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Work Items Accomplished and Deliverables During Reporting Period

Item #	Description	Target	Actual	Initiator
1	**Task 4.1(a): Prepare Planning Meeting Agenda** Discuss the overall project management process as well as the key issues to be addressed with a list of priorities from the ELIPS task team NOTES: ELIPS staff provided a list of priorities for agenda items supplied.	6/10/2010	6/10/2010	KHS
2	**Task 4.3: Departmental Manual Chapters** Repair links to Charts and illustrations attached to DM chapters. (It appears that when Manisa repaired or made a change to the security feature in the system, the links for DM chapters no longer worked. At that time a change was also made to the code for entering data. It also appears that the links work for documents entered before the coding change occurred and the links do not work for documents entered after the code was changed.) NOTES: There was an error in an attached template tag which caused an error in linking of some files. This was repaired so that all links were fixed. This was tested for all major web browsers.	6/17/2010	6/17/2010	KHS
3	**Task 4.7: Update Security Requirements** Email Feedback Form Errors: Reply on the Feedback feature does not work. When preparing a response and sending the response, the email response does not go anywhere. It appears that the email is not being delivered to any of the recipients. NOTES: eSpherical.com determined that there was a security block preventing the delivery of email. This was repaired and the email display table was reformatted as per ELIPS request for easier readability. Because this task involved a security setting, it is being categorized in task 4.7 although the issue was identified independently by the ELIPS team.	6/18/2010	6/18/2010	KHS
4	**Task 4.4: Secretary's Orders** Secretarial Orders (Encoding and broken templates): There are many newer SO where it appears that spaces have been replaced with the "?" character. This occurs for example in places where there are indents (tabs and lists) as well as around signature blocks in the documents. There are also some templates which appear to be broken; the contents of the SO are not being displayed. NOTES: There was an inconsistency in the some of the character encoding specified in the HTML documents. This was a result of the conversion process of some documents from Word to HTML using various versions Microsoft® Word. This was repaired by specifying a global character encoding schema for all files. Also, eSpherical.com investigated a list of broken SO templates for presentation and resolution at the next status meeting.	6/23/2010	6/23/2010	KHS
5	**Task 4.10: Maintenance and Operations** Monthly Maintenance and Operations: perform routine web and database server maintenance tasks and standard server operations.	6/30/2010	6/30/2010	KHS
6	**Task 4.11: Website and Database Hosting** Website and Database hosting: standard monthly server/database hosting	6/30/2010	6/30/2010	KHS

Results/Problem Areas:

eSpherical.com conducted the Project Kick-off meeting with the ELIPS Project Managers (Hazel Wilson and Diana Manville). Accordingly, eSpherical.com prepared and submitted a Draft Agenda to the project managers for review and acceptance.

During the kickoff meeting, the ELIPS team provided a priority list if the Task Order items and the order of completion for this priority list. It was decided that the Task Order Management Plan would be a "working document" in such that items from priority list would be included in the Task Order Management Plan as they are scheduled. This will allow eSpherical.com and the ELIPS team flexibility to work on and complete priority items promptly as needed.

eSpherical.com completed the required support, server hosting, and security requirements for the month of June 2010.

There were no problems nor delays in completing the tasks and work assigned by the ELIPS team for the month of June 2010
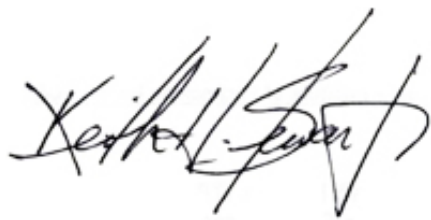
Work Scheduled for Next Monthly Reporting Period

Item #	Description	Target	Initiator
7	**Task 4.4: Secretary's Orders** Secretarial Orders: Repair all broken templates. Also include language when downloading Word versions of SO to inform users that downloaded SOs will not have any included links, charts, images, etc. as included in the original HTML documents, if any. NOTES: eSpherical.com conducted an investigation of affected SO's and produced the following list of SOs all of which were repaired. This list is presented for the record. ``` SO# DATE NOTE 3275 11/30/2007 n/a 3271A1 4/9/2008 n/a 3268A1 7/25/2007 n/a 3266 8/31/2006 n/a 3265A3 11/30/2007 n/a 3259A1 8/11/2005 template not found 3238A4 8/31/2008 n/a 3237A1 12/31/2002 no 'Archived' image 3229 6/5/2001 n/a 3226 1/19/2001 n/a ``` Additionally, eSpherical.com added the following text in a 'pop-up windows' when a user clicks the Word icon for document download. 'Please Note: When you download the Word Version of this document, any linked images, charts, etc. which may be in this HTML version will NOT be included in the Word Version'	7/1/2010	KHS
8	**Task 4.7: Update Security Requirements** Construct an email filter similar to the filter used on Volunteer.gov/gov to prevent security issues with spam email. This is part of the security configuration updates for the ELIPS site. NOTES: The filter used at Volunteer.gov/gov was reconfigured and installed for elips.doi.gov.	7/1/2010	KHS
9	**Task 4.1(c): Monthly Status Reporting** Prepare monthly Status Report; Due NLT 07/10/2010	7/10/2010	KHS

Discussion/Recommendations:

There were no out-of-the-ordinary operational issues with the ELIPS system this month. The systems (web server and database server) operated as normal with eSpherical.com providing routine maintenance, support and security services.

Task order items and work assignments for the upcoming month of July, 2010 will be added to the above task list as specified by the ELIPS Team. Accordingly, these items will be added to the online CRM system once received from the ELIPS team.

Keith H. Stewart CEO